

State of California  
**DUTY STATEMENT**



California Department of  
**State Hospitals**

SH3002 (Rev. 02/2020)

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial		Unit General Services Department		
Class Title Staff Services Analyst		Location Clinical Administration Building		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID 1	WORK WEEK GROUP 2	PAY DIFFERENTIAL	OTHER

**BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

*Under the general direction of the Staff Services Manager I, the incumbent, will perform various consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis; and do other related work. Perform a wide variety of difficult, complex technical, and analytical business service activities of a routine nature in various functions and is expected to consistently exercise a high degree of initiative, independence, and originality in performing assigned tasks.*

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
30%	<b><u>ESSENTIAL FUNCTIONS</u></b> Oversees the planning and implementation of department policies and procedures for the General Services Department. Review and input each purchase requisition, request for quotes and other mandatory forms for accuracy and completeness; dispatch purchase orders to vendors that are approved in Fi\$Cal. Solicit bids, research items for best cost and recycled content, contact vendors and resolve purchase order inquiries from vendors; verify proper completion of delegation authority number, leverage procurement agreement number, Small Business (SB), Micro Business (MB) and Disabled Veteran Business Enterprise (DVBE) information, etc.; Input proper chart fields, accounting codes, fiscal year, for all requests into Fi\$Cal; Ensure Recycled Content of applicable products is provided. Contact requestors regarding commodity items that should be purchased with recycled content; Verify SB, MB and DVBE vendors. Make recommendations and provide feedback to departments regarding commodities that they are requesting; Adherence to statutes, policy and procedures through utilization of Purchasing Authority Manual, State Contracting Manual, Public Contract Code, Welfare and Institutions Code, California Code of Regulations, Government Code, Department of State Hospitals and Hospital Directives.
30%	Ensure the execution of Procurement Files, and Service Orders into Fi\$Cal. Performs HQ procurement checklist for each procurement file executed by DSH – M. Run reports regarding monthly purchasing, assess the items being purchased and report duplication of items; Complete purchase estimates and submit to DSH-Sacramento for purchases that exceed our delegation; Track purchases hospital wide for ordering items in bulk instead of repeating workload; Process amendments/change orders and disencumber purchase amounts for items not delivered or discontinued; Collect Insurance documents and all contract file documentation required, such as TB, livescan, vaccine listing, etc. as needed based on Service Order risk assessment and follow up on documentation as

needed to maintain a fully executed procurement file.

- 20 % Reporting, Research and Tracking; Track all SB, MB, and DVBE orders and provide follow up regarding purchase totals for the reporting year; Track subcontractors utilized and follow up with prime vendors for actual percentages and total cost that was subcontracted out; Research and compile working list of DVBE and SB vendors to contact for goods and services before advertising to the public.
- 10 % Know and obtain a listing of all Leveraged Procurement Agreements (LPA); Complete audit of all purchasing files for each fiscal year; Complete tracking logs for files that are stored in archive for easy access; Provide excellent customer service to all requestors, vendors, and other hospital personnel in person, via email and over telephone; Follow all departmental and hospital policies and procedures; Responsible for daily monitoring of the DSH procurement & service emails, scanning of incoming documentation, keeping electronic and paper files in organized manner, Provide training for other departmental requestors as needed;
- 5% Utilize Total Package software program for patient benefit fund (PBF) orders. Dispatch STD65 – Purchasing Authority Purchase Order outside of Fiscal to utilize special funding for purposes of proper inventory and tracking.

**MARGINAL FUNCTIONS**

- 5 % All other duties and special projects as assigned consistent with this classification. Provides assistance and back up to Contracts staff.

**SUPERVISION RECEIVED**

Under the general direction of the Staff Services Manager I

**SUPERVISION EXERCISED**

N/A

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; and government functions and organization; methods and techniques of effective conference leadership. Arithmetic, spelling, grammar, punctuation, and modern English usage.

**Ability to:** Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

**SPECIAL REQUIREMENT**

**Ability to:** Develop and maintain complex spreadsheets. Adapts to changes in policies and regulations.

**REQUIRED COMPETENCIES****PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

**CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

**CPR**

Maintains current certification

**SITE SPECIFIC COMPETENCIES**

- Develop plans, specifications, invitations to bids, and budget proposals.
- Utilize the State administrative process relating to contract and procurement administration.
- Analyze situations and problems accurately in order to take effective course of action.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Demonstrated ability to interpret Public Contract Law and California Code of Regulations as it refers to Contract preparation.

- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Demonstrated competencies to develop plans, specifications, invitations to bids, budget change proposals.
- Demonstrated ability to provide computer generated reports, memoranda, graphs, etc.

**LICENSE OR CERTIFICATION - not applicable**

**TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**WORKING CONDITIONS**

The working conditions vary from routine to intense. An employee working in this capacity is required to make unpopular decisions. The employee must be able to maintain a professional demeanor; times and perform their work systematically and consistently, keeping within legal boundaries to prevent undue protests from contractors.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and safely perform their essential job functions.

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Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

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Date

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